



Privacy Policy

1. Data Collection

Contact Information: I collect personal information such as your name, email, phone number, budget, and project description when you contact me through the contact form on my website.

Project Data: Throughout our work together, I may collect additional data related to your project, including design preferences, website content, and feedback.

Notion Project Hub: I use Notion to manage projects and communicate with clients. This includes storing and processing: - Your contact information - Project-related questionnaire responses - Project files and documents - Communication and feedback - Contracts and invoices

Google Analytics: I use Google Analytics to collect non-personally identifiable information about visitors to my website. This data helps me understand how visitors interact with my site and improve my services.

2. Data Processing

Purpose: I process your personal data to communicate with you, manage projects, and provide services. I do not use your data for any other purposes unless explicitly agreed upon.

Communication: Project-related communication, including invoicing, will primarily be conducted via email and through the Notion Project Hub. If video calls are necessary, they will be conducted through Microsoft Teams via email link, not requiring you to log in to a Teams account.

3. Third-Party Services

FormSpree: My contact form submissions are handled by FormSpree, a third-party service. When you submit the contact form, your information is sent to FormSpree before being forwarded to me. Please review FormSpree's privacy policy for information on how they handle your data.

Google Analytics: I use Google Analytics to track usage on my own website. This data is anonymized and does not identify individual users.

Notion: I use Notion for project management and client communication. Your project data will be stored and processed within Notion's platform. Please review Notion's privacy policy for more information on how they handle data.

Hosting: Your website will be hosted on a reliable, industry-standard platform. While the hosting provider may collect usage data related to your website's performance and traffic, this data is generally anonymized and used for operational purposes.

DocuSign: I may use DocuSign for electronic signatures on contracts and invoices. DocuSign processes your email address and signature, subject to their privacy policy.

4. Data Retention and Backups

Retention Period: I retain client data for the duration of the project and for one year after project completion, to assist with any follow-up inquiries or issues. This includes data stored in the Notion Project Hub.

Backups: Your website and associated data will be backed up regularly according to industry best practices. I use GitHub for version control, which provides an additional layer of backup for your project files.

5. Data Security

Security Measures: I take data security seriously. Client data is stored securely, with access restricted to me only. I implement industry-standard security measures to protect against unauthorized access, alteration, disclosure, or destruction of your personal information and data.

Notion Security: Access to your Notion Project Hub is restricted to you and me. Notion implements its own security measures, including encryption of data at rest and in transit.

No Subcontractors: All data handling and processing is done directly by me. I do not use subcontractors or share your data with third parties beyond the services mentioned in this policy and those specifically agreed upon for your project.

6. Client Rights

Access, Rectification, and Deletion: You have the right to access, rectify, or request the deletion of your personal data. If you request data deletion while I am still providing services, this may affect the services I can offer.

GDPR Compliance: I comply with GDPR regulations. If you are a current client and request data deletion, I will handle this on a case-by-case basis, ensuring we find a solution that works for both parties.

Notion Data: If you wish to access, modify, or delete your data from the Notion Project Hub, please contact me directly. I will assist you with this process.

7. Cookies

Cookies: My website uses cookies to enhance your experience. You can disable cookies in your browser settings, but doing so may affect the functionality of my site.

Google Analytics: Cookies from Google Analytics help me understand site usage. Disabling these cookies will not affect your ability to contact me or use my services.

8. Changes to This Policy

I may update this privacy policy from time to time. I will notify you of any changes by posting the new privacy policy on this page and updating the "last updated" date at the bottom of this policy.

9. Contact Information

If you have any questions about this privacy policy or my data practices, please contact me at joseph@slashgrow.co.uk. I'm always happy to discuss any concerns you may have about your data privacy.

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